



# CITY OF HOUSTON

## Job Posting

CD

|                             |                                       |
|-----------------------------|---------------------------------------|
| Applications accepted from: | ALL PERSONS INTERESTED                |
| Job Classification          | EXECUTIVE OFFICE ASSISTANT            |
| Posting Number              | PN# 109995                            |
| Department                  | Public Works & Engineering            |
| Division                    | Engineering and Construction Division |
| Section                     | Engineering Branch                    |
| Reporting Location          | 611 Walker *                          |
| Workdays & Hours            | M - F, 8 a.m. - 5 p.m.*               |

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Makes high level contacts of a complex nature both inside and outside department. Composes, types, copies and distributes correspondence and reports including Request for Council Action. Schedules departmental and outside meetings/conferences and coordinates activities; makes appointments and travel arrangements. Handles highly confidential messages and correspondence. Takes and transcribes minutes for meetings and conferences. Establishes and maintains files for correspondence, reports, payroll and budget information, departmental operations, etc. Disposes of matters of a routine nature to conserve supervisor's time. Computes, prepares and submits various department reports. Screens and directs telephone calls, incoming mail, publications and other correspondence. Collects information needed by supervisor for conference meetings and reports. Assists with special projects as requested.

**WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three years of secretarial/administrative support experience are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Preference will be given to applicants with Microsoft Word, Excel, MS PowerPoint.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 15**  
\$1,229-\$1,327 Biweekly - \$31,954.00 - \$34,502.00 Annually

**OPENING DATE**

April 19, 2006

**CLOSING DATE**

April 25, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer